

**STATE 911 COMMITTEE
Certification Subcommittee**

May 27, 2014
MSP Headquarters
Meeting Minutes

A. Roll Call

The meeting was called to order by Chair Rich Feole. Roll call was taken and a quorum was present.

Voting Members Present:

Mr. Rich Feole, Chair
Mr. Greg Clark
Ms. Yvette Collins
Mr. Gary Johnson
Mr. James Loeper
Mr. Mel Maier
Mr. Tim Smith
Mr. Barry Nelson
Mr. Ron Bonneau
Mr. Philip Bates
Mr. Robert Stewart
Mr. Ray Hasil

Representing:

Calhoun County Consolidated Dispatch Auth.
Charlevoix-Cheboygan-Emmet Counties (CCE)
AT&T
Marquette County Central Dispatch
SNC/Gogebic County
Oakland County Sheriff's Department
Ottawa County 911
Saginaw County 911 Communications Center Auth.
Kent County Dispatch Authority
INdigital Telecom
Frontier Communications
Mason Oceana 911

Voting Members Absent:

Sheriff Dale Gribler
Mr. Vic Martin

Representing:

SNC/Van Buren County Sheriff's Office
Lapeer County Central Dispatch

Non-Voting Members Present:

Ms. Amanda Kennedy
Ms. Harriet Miller-Brown
Ms. Stacie Hansel
Mr. Michael Armitage

Representing:

Michigan State Police
Michigan State Police
Michigan State Police
Michigan State Police

B. Introduction of New Members

Mr. Feole introduced and welcomed three new subcommittee members: Mr. Phil Bates from INdigital, Mr. Bob Stewart from Frontier, and Mr. Ray Hasil from Mason Oceana.

C. Meeting Minutes Approval – March 6, 2014

Ms. Collins stated she voted to approve the Schoolcraft County compliance review. Mr. Gary Johnson also voted to approve the review. Neither was reflected in the minutes as presented. The changes will be reflected in the March 6 minutes.

A **MOTION** was made by Mr. Loeper, with support by Mr. Clark to accept and approve the meeting minutes of March 6, 2014, with proposed changes. With no further discussion, the **MOTION** carried.

D. Old Business

1. Update on Missaukee County

Ms. Kennedy stated Ms. Andrea Martin resubmitted the revised forms, the previous and current years, which still had some issues. Ms. Kennedy and Ms. Miller-Brown will work with Ms. Martin. Ms. Kennedy is currently working with Mr. Michael Armitage to review the SNC-301 forms submitted this year from the rest of the counties. They are also working on a revised form for next year, similar to a tax form, with line-by-line instructions. Drafts of the modified form and instruction sheet should be to the subcommittee in September, to have

approved at the SNC December meeting, in order to be sent to the county coordinators after the first of the year.

2. Update on Bay County

The site review was held on April 30, 2014. The review team included Mr. Clark, Ms. Collins, Mr. Martin, and Ms. Kennedy. Mr. Bates and Mr. Stewart were able to shadow the onsite review. Ms. Kennedy has a draft report to share with the review team for input and recommendations. The report should be ready for subcommittee approval by the next scheduled meeting.

E. New Business

1. Selection of County for Next Review

Dickinson and Marquette Counties were chosen at random for review. The review team will include Mr. Johnson (for Dickinson County only), Mr. Nelson, Mr. Clark, Mr. Loeper, and Ms. Kennedy.

2. Best Practices for Compliance Reviews Document

Mr. Feole asked the group for input on the best practices document, which is for PSAPs to consider during a review. Much of the information was shared by Ms. Cherie Bartram through CALEA standards, along with the review checklist to get the document started. Ms. Miller-Brown suggested making the document active; for instance instead of saying, "The center shall have..." it should read, "The center has..." Mr. Bates suggested adding ANI/ALI information. Another suggestion was regarding handicap accessibility. Ms. Kennedy asked for the group to review and give feedback by the next scheduled meeting.

F. Public Comment

None.

G. Next Meeting

Ms. Kennedy will send a poll for the week of June 23-26, 2014, for availability.

H. Adjourn

The meeting adjourned at 2:28 p.m.